

People's Republic of Bangladesh
Ministry of Housing and Public Works
Directorate of Government Accommodation
Admin (Central) Section

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Record Number: 25.43.0000.016.19.007.19.922

Date: 07 Nov 2024

Chief Accounts and Finance Officer, Ministry of Housing and Public Works, 2nd 12th Floor Government Office Building, Segunbagicha, Dhaka..

Subject: Permission to visit the Kingdom Saudi Arabia for performing Umrah Hajj .

Reference: Application of Md. Mostofa Kobir , Cleaner, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka, Dated: ১৫-১০-২০২৪.

The undersigned is directed to convey the approval of the Directorate of Government Accommodation to grant 15 (fifteen) days of earned leave in favour of Md. Mostofa Kobir, Cleaner to visit the Kingdom Saudi Arabia for performing Umrah Hajj dated from 01-12-2024 to 15-12-2024 or from the date of his actual departure from Bangladesh under the following terms and conditions:

1. He will enjoy the leave for the purpose of performing Holy Umrah Hajj;
 2. All expenditure in this regard shall be borne by himself;
 3. He will receive her monthly pay from the Directorate in local currency in time of his leave;
 4. He will join his present post after returning from abroad;
 5. Leave granted in this regard shall not be extended, and
 6. "Rule 34" of BSR (Part 1) Appendix VIII and other relevant rules shall be applicable in case of enjoying the said leave.
2. This order is issued with approval of the competent authority.

Your Faithfully,



07-11-2024

Mohammad Zillur Rahman

Deputy Director

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adminsec@doga.gov.bd

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A Copy for has been sent consideration and necessary (if applicable) action(Not in the order of seniority):

1. H.E. the Ambassador of Bangladesh to the Kingdom Saudi Arabia , Riyadh, Saudi Arabia.;
2. H.E. the High Commissioner of the Kingdom Saudi Arabia to Bangladesh, Baridhara, Dhaka;
3. Additional Secretary (Administration), Ministry of Housing and Public Works, Bangladesh Secretariat, Dhaka;
4. Deputy Director, Department of Immigration and Passport, Bangladesh Secretary, Dhaka;
5. Assistant Secretary (Consular), Ministry of Foreign Affairs, Dhaka;

6. Immigration Officer, Hazrat Shahjalal International Airport, Bangladesh;
7. Assistant Director, ICT Section, Directorate of Government Accommodation (With request to upload and publish this order on the official website of the Directorate);
8. PA to Director, Office of the Director, Directorate of Government Accommodation;
9. PA to Additional Director, Office of the Additional Director, Directorate of Government Accommodation;
10. Office Front Desk, ICT Section, Directorate of Government Accommodation;
11. Supervisor, central circuite House, Govt. Quater, Directorate of Govt. Accommodation, Dhaka. and
12. Md. Msotofa Kobir, Cleaner, Central Circuite House, Govt. Quarter. Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka.



A handwritten signature in black ink, located above the date and name.

07-11-2024
Abdullah-Al-Nooman
Assistant Director